

**State of Tennessee Job Classifications, Qualifications and Salary Range
As of May 1, 2007**

District Working Titles	State TN Job Classifications	Minimum Qualifications	Annual Salary Range
District Administrator	Field Supervisor 2	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional social services work. Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience). OR Four years of professional social services work with the State of Tennessee..	Minimum Annual \$34,368.00 Maximum Annual \$55,008.00
Eligibility Coordinator	Field Supervisor 1	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional social services work. Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience). OR Three years of professional social services work with State of Tennessee.	Minimum Annual \$31,536.00 Maximum Annual \$50,448.00
Service Coordination Manager	Field Supervisor 1	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional social services work. Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience). OR Three years of professional social services work with the State of Tennessee.	Minimum Annual \$31,536.00 Maximum Annual \$50,448.00
Direct Service Manager	Field Supervisor 1	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional social services work. Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience). OR Three years of professional social services work with the State of Tennessee.	Minimum Annual \$31,536.00 Maximum Annual \$50,448.00

Job Classification Description and Salary Range:

<http://www.ja.state.tn.us/personnel/JobSearch/AdminJobSearch.jsp>

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Administrative Secretary	Administrative Secretary	Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible full-time secretarial or office clerical work; qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year-for-year basis; additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year-for-year basis to a maximum of two years.	Minimum Annual \$21,708.00 Maximum Annual \$34,728.00
District Data Manager	Office Automation Specialist	Education equivalent to graduation from a standard high school and the equivalent of three years full-time experience in either of the following: (1) diagnosing and resolving software problems for mainframe computers, mid-range computers, microcomputers, or other related office automation equipment; or (2) operating or supervising staff who operate office automation equipment (e.g., word processing equipment, data entry terminals, microcomputers or other related office automation equipment). OR Substitution of Experience for Education: any office clerical experience may substitute for the required education on a year-for-year basis to a maximum of four years. OR Substitution of Education for Experience: additional training from an approved vocational school or additional coursework from an accredited college, university or technical institute in data processing, computer servicing technologies, secretarial science, or other related acceptable field may substitute for the required experience on a year-for-year basis to a maximum of two years.	Minimum Annual \$24,108.00 Maximum Annual \$38,568.00
Developmental Specialist	Social Services Specialist 1	Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related field.	Minimum Annual \$24,588.00 Maximum Annual \$39,324.00
Developmental Specialist	Social Services Specialist 2	Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field and experience equivalent to one year of full-time professional social services work. Qualifying graduate coursework in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field from an accredited college or university may be substituted for the required year of experience. (e.g., 36 graduate quarter hours in one or the combination of the above listed field may be substituted for the one year of required experience).	Minimum Annual \$27,852.00 Maximum Annual \$44,556.00

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Service Coordinator	Social Services Specialist 1	Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related field.	Minimum Annual \$24,588.00 Maximum Annual \$39,324.00
Service Coordinator	Social Services Specialist 2	<p>Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field and experience equivalent to one year of full-time professional social services work.</p> <p>Qualifying graduate coursework in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field from an accredited college or university may be substituted for the required year of experience. (e.g., 36 graduate quarter hours in one or the combination of the above listed field may be substituted for the one year of required experience</p>	Minimum Annual \$27,852.00 Maximum Annual \$44,556.00

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Office of Early Childhood Working Titles	State TN Job Classifications	Minimum Qualifications	Annual Salary Range
Early Childhood Data Manager	Statistical Research Specialist	Graduation from an accredited college or university with a master's degree in statistics, applied statistics, social or behavioral sciences, health sciences, business, business administration, or public policy and experience equivalent to two years full-time professional work developing research methodology and/or directing statistical research. Additional graduate course work from an accredited college or university in statistics, applied statistics, social or behavioral sciences, health sciences, business, business administration, and/or public policy may substitute for the required experience on a year-for-year basis to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).	Minimum Annual \$37,524.00 Maximum Annual \$60,048.00
Continuous Improvement Monitoring Process (CIMP)	Program Monitor 2	Graduation from an accredited college or university with a bachelor's degree and one year of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards. Additional graduate coursework may substitute for the required experience on a year for year basis to a maximum of one year.	Minimum Annual \$31,536.00 Maximum Annual \$50,448.00
Training Workforce Development	Training Officer 2	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional work in one or a combination of the following: academic teaching; educational administration; development of instructional materials for academic programs; or training. Any teaching or training experience, or any remaining professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years. Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of two years: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes, including, but not limited to Curriculum and Instruction, or Educational/Instructional Media Design, Educational Evaluation, Research, and Statistics. (e.g., 36 graduate quarter hours may be substituted for one year of required experience).OR One year of professional experience in delivering workforce training with the State of Tennessee.	Minimum Annual \$34,368.00 Maximum Annual \$55,008.00

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Trainer Mentor	Training Officer 1	Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional work in one or a combination of the following: academic teaching; educational administration; development of instructional materials for academic programs; or training. Any teaching or training experience, or any remaining professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years. Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of two years: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes, including, but not limited to Curriculum and Instruction, or Educational/ Instructional Media Design, Educational Evaluation, Research, and Statistics. (e.g., 36 graduate quarter hours may be substituted for one year of required experience) OR One year of professional experience in delivering workforce training with the State of Tennessee.	Minimum Annual \$32,904.00 Maximum Annual \$52,644.00
Direct Services Coordinator	Educational Consultant 2	Possession of a master's degree from an accredited college or university in education and experience equivalent to four years of full-time professional educational instructional or supervisory/administrative work, including at least one year of supervisory or administrative work; additional qualifying graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required one year of specialized experience; OR one year of experience as an Educational Consultant 1 with the State of Tennessee.	Minimum Annual \$39,036.00 Maximum Annual \$62,460.00
Accountant	Accountant 2	Graduation from an accredited four-year college or university with a major in accounting or a Public Accountant in good standing and experience equivalent to one year of full-time professional accounting work; additional graduate coursework in business administration with a major in accounting may be substituted for the required experience, on a year-for-yea basis OR graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional accounting work.	Minimum Annual \$32,904.00 Maximum Annual \$52,644.00
Billing	Accounting Technician 1	Education equivalent to graduation from a standard high school and experience equivalent to 3 yrs. of full- time clerical accounting or auditing work; qualifying full-time clerical accounting or auditing experience may be substituted for the required education on a year-for-year basis; Accounting course work from an accredited college or technical institute may substitute for the required experience under 1 of the following conditions: 4.5 quarter hrs. in accounting or bookkeeping is equivalent to a 1-yr. substitution, 9 quarter hrs. in accounting or bookkeeping is equivalent to a two-year substitution; 12 quarter hrs. in accounting or bookkeeping is equivalent to a 2 and a half yr. substitution; 15 quarter hours in accounting and bookkeeping is equivalent to a 3-yr substitution.	Minimum Annual \$22,620.00 Maximum Annual \$36,192.00

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